

JOB ANNOUNCEMENT

POSITION TITLE: Deputy Court Clerk
LOCATION: Appellate Clerks Office - Matheson Courthouse -SLC
HIRING RANGE: 29 - 35/\$10.68 - \$12.57
TYPE OF POSITION: Full-time position, with benefits
CLOSING DATE: July 25, 2006, at 5:00 p.m.

APPLICATIONS SHOULD BE DIRECTED TO:

Human Resources
Administrative Office of the Courts
450 South State; P.O. Box 140241
Salt Lake City, Utah 84114-0241
801-578-3890 (phone)
801-238-7814 (fax)

DUTIES:

This is a front-line customer service position and includes the following duties;

- Provides counter assistance - accepts filings from attorneys and the general public. Reviews documents for compliance with rules.
- Reviews and receipts money, posts transactions to AIS system, maintains cash fund.
- Answers phones - responds to public inquiries as to procedures and requirements, routes calls appropriately; screens judicial calls.
- Opens and distributes mail.
- Opens new appeals, enters correct information on the AIS system, sends out appropriate correspondence.
- Prepares remittiturs, returns records to trial court.
- Maintains a professional demeanor in front office.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from high school or GED **plus** three years of: 1) higher education, or 2) clerical experience, or 3) customer service experience in an office setting, or 4) any combination of the above. Knowledge of office procedures, basic grammar, spelling, keyboarding at 40 wpm, and word processing skills are also required.

Additional Requirement: Excellent customer service, interpersonal, verbal and written communications skills required. Ability to work effectively with a variety of people.

APPLICATION INFORMATION: Applications may be obtained from Utah Dept of Workforce Services, online at www.utcourts.gov or from the Administrative Office of the Courts, 450 S. State St, PO Box 140241, SLC, UT 84114-0241. Phone: (801)578-3890. **Applicants must attach a typing test from www.typingtest.com or website of your choice.**

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.